

## Unit 744 – Prepare and Finish Nail Overlays using Electric Files

Guided Learning Hours: 35

Learning Outcome	Assessment Criteria
1. Be able to maintain safe and effective methods of working preparing and finishing nail overlays using electric files	<ul style="list-style-type: none"><li>1.1 set up and maintain the work area and environment to meet legal, hygiene and industry Code of Practice for Nail Services requirements</li><li>1.2 maintain personal standards of hygiene, protection and appearance that meets accepted industry Code of practice for Nail Services and organisational requirements</li><li>1.3 confirm all tools and equipments are cleaned using the correct methods prior to starting the service</li><li>1.4 use accepted industry hygiene and safety practices throughout the service</li><li>1.5 position the electric file and file attachments for ease and safety of use</li><li>1.6 remove and store the file attachments and leave the electric file hand-piece safe and secure</li><li>1.7 position the client and themselves to minimise fatigue and risk of injury and in a way suitable for treatment</li><li>1.8 complete the electric filing service within a commercially viable time</li><li>1.9 leave the work area and equipment in a suitable condition for further nail services</li><li>1.10 keep records up-to-date, accurate, easy to read and signed by the client and technician</li></ul>
2. Be able to consult, plan and prepare for the use of electric files	<ul style="list-style-type: none"><li>2.1 use consultation techniques to determine and record the service plan</li><li>2.2 obtain signed, written and informed consent prior to any service from the client or parent/guardian if the client is a minor</li></ul>

	<p>2.3 consult with the client to identify if they have any contra-indications to electric filing services, recording their responses and taking any necessary action</p> <p>2.4 disinfect the area to be treated, removing any existing nail polish</p> <p>2.5 perform an assessment of the nails and skin, recording the results and taking any necessary action</p> <p>2.6 agree the service and outcomes that are acceptable to their client's and meet their needs</p>
<p>3. Be able to prepare and finish nail overlays using electric files</p>	<p>3.1 use the most suitable file attachment for the filing techniques required</p> <p>3.2 use the correct filing techniques to prepare the overlay</p> <p>3.3 operate the electric file at a speed suitable for the filing techniques and in a way that meets manufacturer's instructions</p> <p>3.4 move the electric file in one direction across the nail when working</p> <p>3.5 check the file attachment is revolving in the opposite direction to which they are working</p> <p>3.6 check that there is continuous movement of the file to avoid a heat sensation on the nail plate</p> <p>3.7 work on the overlay and not the natural nail plate or surrounding skin</p> <p>3.8 move and position the client's finger so the rotating attachment is kept flat against the nail</p> <p>3.9 use suitable filing techniques to restore and finish the overlay</p> <p>3.10 create a smooth, even surface of the overlay when finishing</p>

	<p>3.11 leave the free edges of the nail tapered, thin and with a clean edge</p> <p>3.12 create an even, high shine finish</p> <p>3.13 take prompt remedial action where contra-actions occur during the course of the service</p> <p>3.14 check the completed service is to the client's satisfaction</p>
<p>4. Understand organisational and legal requirements</p>	<p>4.1 explain own responsibilities under relevant health and safety legislation and the Industry Code of Practice for Nail services</p> <p>4.2 explain the importance of not discriminating against clients with illnesses and disabilities and why</p> <p>4.3 explain why it is important, when treating minors under 16 years of age, to have a parent or guardian present</p> <p>4.4 explain why minors should not be given services without informed and signed parental or guardian consent</p> <p>4.5 explain the legal significance of gaining signed, informed consent to the service</p> <p>4.6 explain the importance and reasons for keeping records of clients, their services and gaining client signatures</p> <p>4.7 explain the importance of the correct storage of client records in relation to the Data Protection Act</p> <p>4.8 explain the health and safety issues specific to the use of electric files</p> <p>4.9 explain the salon's service times and the importance of completing nail enhancement services in a commercially viable time</p>

<p>Understand how to work safely and effectively when preparing and finishing overlays using electric files</p>	<p>5.1 explain the type of personal protective equipment that should be available and used by themselves</p> <p>5.2 explain why it is important to use personal protective equipment</p> <p>5.3 explain how to prepare, use and maintain tools and equipment when using electric files</p> <p>5.4 compare the different methods of disinfecting and sterilising electric file attachments</p> <p>5.5 explain the importance of and reasons for disinfecting hands and how to do this effectively</p> <p>5.6 explain the necessary environmental conditions for nail services (including lighting, heating, ventilation and general comfort) and why these are important</p> <p>5.7 explain the type of dust extraction equipment available for use with electric files and why they are important</p> <p>5.8 explain why it is important to maintain standards of hygiene and the principles for avoiding cross-infection</p> <p>5.9 explain how to effectively and safely position electric filing equipment</p> <p>5.10 explain how to avoid potential discomfort and injury to themselves and the risk of poor positioning to clients</p> <p>5.11 explain the condition in which the work area should be left ready and why this is important</p>
<p>6. Understand how to consult, plan and prepare for the service</p>	<p>explain how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, ages, disabilities and genders for this treatment</p> <p>6.1</p>

	<p>6.2 explain how to give effective advice and recommendations to clients</p> <p>6.3 explain the questioning and listening skills needed in order to find out information</p> <p>6.4 explain how to conduct nail and skin analysis</p> <p>6.5 explain the importance of questioning clients to establish any contra-indications to electric filing services</p> <p>6.6 explain why it is important to record client responses to questioning</p> <p>6.7 explain the legal significance of client questioning and of recording the clients responses</p> <p>6.8 explain why it is important to encourage and allow time for clients to ask questions</p> <p>6.9 explain how to prepare service plans</p>
<p>7. Understand contra-indications and contra-actions that affect or restrict electric filing services</p>	<p>7.1 explain the types of conditions and disorders that may contra-indicate the service and why</p> <p>7.2 explain the importance of and reasons for not naming specific contra-indications when encouraging the client to seek medical advice</p> <p>7.3 explain the contra-actions that can occur when using electric files and how to deal with them</p>
<p>8. Understand how to use electric filing equipment</p>	<p>8.1 explain the different types of electric filing equipment, how and when to use them, including adaptation for left- and right-handed use</p> <p>8.2 compare the types of electric file attachments, when and how to use them</p> <p>8.3 explain the manufacturer's instructions for the care and maintenance of the electric file(s) they can use in their workplace and the importance of following them</p>

<p>9. Understand how to use electric filing techniques</p>	<p>9.1 explain electric filing techniques, including thinning out overlays, buffing and use of differing speeds of rotation</p> <p>9.2 summarise why it is important to maintain three points of contact when working with a client</p> <p>9.3 explain how to position and support their client's hand and finger whilst working with an electric file</p> <p>9.4 explain how the inappropriate use of electric files can damage the natural nail and surrounding skin</p> <p>9.5 explain how to identify types of nail damage caused by the misuse of electric files</p> <p>9.6 explain why it is important to work in one direction across the overlay</p> <p>9.7 explain how to avoid excessive accumulation of heat when using an electric file</p> <p>9.8 explain why the spin of the electric file needs to be in the opposite direction of working</p> <p>9.9 explain why the natural nail should always be hand filed prior to the application of the overlay</p> <p>9.10 explain when to use a hand file and when to use an electric file and the limitations of the use of electric files</p> <p>9.11 explain why electric files should never be used for tip blending</p> <p>9.12 explain the importance of maintaining balance, shape and position of apex when electric filing</p> <p>9.13 compare the difference between dust created by hand filing and electric filing and the health and safety implications</p>
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